

October 19, 2020

Question submitted:

In the RFQ on page 3, item #5 under "Proposal Requirements" it states:

5. Submit your proposed fee to deliver all planning services included within your proposal. Your fee for such services should be itemized by task and by individual team member and include an hourly rate sheet. Provide a list of reimbursable expenses and their estimated value.

On page 2 of the RFQ Section C. the Scope of Services are defined as:

C. Scope of Services

The following outlines the scope of services for the planning study:

1. Review background materials provided by the Town of North Hampton including but not limited to attachments 1-9 provided at the end of this RFP.
2. Organize and facilitate a project kickoff/visioning meeting with all Town departments and interested parties.
3. Evaluate the existing municipal buildings site for project development and constraints. This includes an existing conditions evaluation of the buildings at the Atlantic Avenue municipal building site. Based on this evaluation, recommend the design best suited for the municipal facilities.
4. Develop conceptual site and building designs of up to three options on the selected site. Conceptual site plans, floor plans and elevations are required. Three dimensional designs are requested.
5. Prepare total project budget including all construction costs and soft costs. Provide a breakdown of each building and related site costs.
6. Prepare preliminary project schedules.
7. Provide final planning study document to include the deliverables noted above.

Please confirm that the fee proposal referenced in Item #5 is to deliver the specific items listed in Section C. after the selection of the Design/Build Team is made, and that these services are to be provided between mid-December 2020 and March 2021 per the schedule in page 1.

Town Administration Response:

You are correct. The costs referenced are for the items in Section C after the Design firm has been chosen. As I relayed to all firms last week, the Select Board has agreed to make funds available for those costs.

October 20, 2020

Question Submitted:

Good afternoon. Please confirm that for the RFP we are to submit the RFP and provide a cost to develop sketches. Confirm that we are not providing sketches to accompany the RFP. That is my understanding, but am looking to confirm.

Thank you and we look forward to the opportunity to work with you and the Town on this project.

Town Administrator Response:

Thank you for reaching out. Sketches are not required at this step in the process. What we are looking for you to submit is all the items in "Section D" of the RFP with a price for providing the services outlined in "Section C".

October 21, 2020

Question Submitted:

- 1) The RFP Section (C) Scope of Services, item 4 indicates that the selected Designer will develop conceptual designs for the project. During the walkthrough on 10/15/20 it was implied that we are to submit conceptual design options with our proposal. Are we required to provide conceptual design option as part of the Request for Proposal submission?
- 2) During the walkthrough on 10/15/20 it was suggested that the project team is to be Construction Manager lead. The Request for Proposal implies that the selected Designer needs to demonstrate relevant experience with an integrated design-build project delivery, but does not state that the RFP is seeking a CM @ Risk firm at this time. Are we to provide a CM lead team as part of our response to the RFP or will the CM firm be solicited for at a later date?
- 3) It was noted during the walkthrough on 10/15/20 that the Town is seeking funding for the study Scope of Services items #1-7 and that they are anticipated to be in place prior to the deadline to submit RFP responses. Please clarify the amount appropriated and if the funding has been approved.
- 4) The RFP Section (C) Scope of Services, Item 3 outlines the exiting conditions assessment tasks. Is this task to include site surveys, geotechnical borings and analysis, HazMat testing and inspections & environmental site analysis or will these be provided as additional services?

Town Administrator's Response:

Thank you for your questions, as stated in the walkthrough all questions and answers will be posted with the RFP on our website for all firms to reference. Below are answers to your questions.

1. If you choose to add a conceptual design with your proposal that is acceptable but not required. The required Documents for this step of the process are the items listed in Section D. Proposal Requirements. Conceptual Design requirements will be required under Section C. if your firm is chosen to move forward in the process.

2. The Select Board has not made that decision as of yet. Firms that offer a CM lead team are encouraged to provide that information as part of their proposal.
3. The Town of North Hampton has a capital reserve account for the purpose of designing and building new Town buildings. The Board has agreed to utilize those funds in order to compensate the chosen firm for the work described in Section C. They have not appropriated a specific amount, that will occur after the firm has been chosen.
4. This task is to include each of the surveys mentioned, if required, as well as to provide others not mentioned but required for the project.